



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date July 24, 1984	Application Number	Department of Education Fiscal Services Division 205 Butler Street, 1552 Twin Towers E. Atlanta, Georgia 30334	Application Number 76-233-A	
			Date Received JUL 30 1984	Date Completed SEP 5 1984
2. Person to Contact Arvil Ensley		Working Title Director	Telephone Number 656-2497	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 76-233 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest FY 1968 To date		5. Records Series Title (followed by title used in office, if different) General Fund Expenditure Voucher File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <u>No Change</u>				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>No Change</u> Included are: <u>No Change</u> File is arranged:				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>75</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>100 Cu. Ft.</u>				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

No Change

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 7 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

RECEIVED

JUL 20 1984

RECORDS DIVISION

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
John A. Barker Jr.	7/25/84	Claudia Steele	7/23/84
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	8/30/84
		Secretary of State/Designee	8/29/84
		Attorney General/Designee	8/5/84

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DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 30, 1976	1. Agency Address Department of Education Fiscal Services Division Room 121, 12 Mitchell St. Atlanta, Georgia 30334	Application Number 76-233	
Application Number 61		Date Received JUL - 1 1976	Date Completed JUL 16 1976
2. Person to Contact Arvil Ensley		Working Title Director	Telephone Number 656-2497
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY 1968		5. Records Series Title (followed by title used in office, if different) GENERAL FUND EXPENDITURE VOUCHER FILE	
Latest To date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Fiscal Services Division provides the necessary accounting services to all organizational levels of the State Department of Education for all public monies received and disbursed on behalf of education in Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: processing receipts and disbursements and maintaining accurate accounting records on Department of Education general fund expenditures. Included are: voucher copy of checks with vouchers attached; request for payments; employee expense statements; authorization for out-of-state travel; personal expense receipts; receiving reports; purchase requisitions; vender invoice; purchase orders; field purchase orders; purchase order amendments; memoranda and correspondence; and any other substantiating documentation. File is arranged: numerically by check number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>75</u> ; Thirteen to twenty-four months old <u>20</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>50 cubic feet</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy, see Annual Audit Report - no details.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|------------------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ 2 _____ years. |
| b. Statute of limitation | _____ 6 _____ years. | e. Administrative need | _____ 8 _____ years. |
| c. Federal law *** | _____ 5 * _____ years. | f. Federal retention instructions | _____ years. |
- *** P.L. 93-380, Sect. 510. * after completion of project under a federal grant, loan, or other arrangement.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Records are needed for 8 years because some federal grants are for 3 years, requiring them to be kept for that length of time to comply with the federal law.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 6 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	6/30/76	Walker R. Baumgardner	6/30/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-14-76
		Secretary of State/Designee	7/13/76
		Attorney General/Designee	7-16-76